Your address

Date

**Your reference number if you have one**

To the benefits team at **name of your council**,

I would like to ask for my housing benefit to be backdated to **date**.

I was not able to claim housing benefit before this because **reasons you applied late**.

I have attached **evidence such as a letter from a doctor or support worker**.

Please contact me if you need further information.

**Your name**

**Your phone number**